

NAVSEA  
STANDARD ITEM

FY-04

ITEM NO: 009-01  
DATE: 30 AUG 2002  
CATEGORY: I

1. SCOPE:

1.1 Title: General Criteria; accomplish

2. REFERENCES:

2.1 40 CFR Part 61, National Emission Standards for Hazardous Air Pollutants

2.2 S0420-AA-RAD-010, Radiological Affairs Support Program Manual

3. REQUIREMENTS:

3.1 Report delays to the SUPERVISOR.

3.1.1 In the event difficulty is encountered in meeting requirements or difficulty is anticipated in complying with the contract schedule dates, notify the SUPERVISOR immediately by verbal means, followed on the next work day by an original and two copies of a letter stating pertinent details. Receipt of this notification by the SUPERVISOR is not to be construed as a waiver of the requirements, delivery schedule by the Government, or waiver of rights or remedies provided by law or under this Job Order or any other requirements in the Job Order relating to jeopardy of contract schedule dates.

3.2 **Reports:**

3.2.1 *For required reports that could result in a change in work to be accomplished or additional material to be procured, complete the preliminary work and submit one legible copy, in hard copy or electronic media, of the required report in a time frame to allow the SUPERVISOR to initiate early action, but no later than the first 20 percent of the availability.*

3.2.2 *Dry dock related inspection reports shall be submitted no later than the first 20 percent of the scheduled docking period. Dry dock related reports contain readings (final, thickness, etc.), clearances, alignments, test results, or other such data for work that has to be completed prior to pre-flood/undocking, shall be submitted to the SUPERVISOR within 24 hours after recording the data but no later than 72 hours prior to pre-flood/undocking, whichever occurs first.*

3.2.3 When a Work Item does not require a report, and one is determined to be necessary in order to produce a reliable or complete repair, submit one legible copy, in hard copy or electronic media, of a report with supporting data as early as possible in the contract period. The goal is to have required work completed within the original contract period.

3.2.4 Reports shall contain the following information:

3.2.4.1 Name and hull number of ship or craft, the job order, Work Item, and paragraph numbers.

3.2.4.2 A description of the conditions found with supporting data. Include annotated sketches, graphs, and photographs when necessary to make a report clearly understandable to the SUPERVISOR. Identify actual readings/dimensions taken.

3.2.4.3 Recommendations and/or a list of material required.

3.2.4.4 Data required by, signature and title of the contractor's representative, and submission date.

3.2.5 Prepare and submit one legible copy, in hard copy or electronic media, of a listing of all reports required by the job order to the SUPERVISOR no later than 15 days prior to the start of the availability. The listing shall be sequential by Work Item number, and include each applicable paragraph number, report due date, completion date, and submission date.

3.2.5.1 The report shall be revised and provided weekly throughout the availability to include additions, deletions, modifications, progress, and completions.

3.2.6 Where one legible copy of a report in hard copy or electronic media is required, or where sketches, graphs, or photographs are required, the electronic method shall be as agreed to by the SUPERVISOR.

3.3 Accomplish tests and checkouts.

3.3.1 Complete work which requires tests in time to allow correction of deficiencies prior to dock trials, sea trials, or other applicable milestones established in the Job Order.

3.3.2 Do not operate newly installed or repaired equipment. Ship's Force will accomplish such operation when required for test and checkout purposes. Such requirements will be coordinated by the SUPERVISOR.

3.4 Provide labor, material, and equipment which is required to complete the Work Item, including that which is indicated on drawings or test specifications as being provided by sources other than the contractor, unless specifically listed as Government Furnished Material (GFM) in Paragraph 5 of the Work Items.

3.4.1 Manufacture parts that are not available from the vendor/manufacturer, utilizing NAVSEA approved drawings, technical manuals, templates, or sketches.

3.4.2 Submit **one** legible copy, **in hard copy or electronic media**, of a status report, listing Contractor Furnished Material (CFM) required to accomplish the work in Work Items that are not already on hand, to the SUPERVISOR not later than 30 calendar days after the Job Order award, or two calendar days after availability start date, whichever occurs first. Update the report and submit **revisions** to the SUPERVISOR every two weeks during the entire contract period. The reports are to contain the following:

- 3.4.2.1 Contract Work Item number
- 3.4.2.2 Contractor's purchase order number
- 3.4.2.3 Description of material
- 3.4.2.4 Quantity ordered
- 3.4.2.5 Date scheduled to be ordered
- 3.4.2.6 Date ordered
- 3.4.2.7 Date required to meet production schedule
- 3.4.2.8 Proposed receipt date
- 3.4.2.9 A summary listing any problem areas
- 3.4.2.10 Date submitted to the SUPERVISOR

3.4.3 Purchase Orders

3.4.3.1 Maintain a file of purchase orders for CFM for review by the SUPERVISOR upon request.

3.4.3.2 Submit one legible copy, **in hard copy or electronic media**, of selected purchase orders to the SUPERVISOR upon request.

3.4.4 Submit one legible copy, **in hard copy or electronic media**, of a report listing Work Item number, subcontractor involved in Work Item, and paragraphs assigned to subcontractor, to the SUPERVISOR prior to the start of work being accomplished by subcontractor.

3.4.4.1 Pricing data may be eliminated from the purchase orders prior to submission to or review by the SUPERVISOR.

3.5 The length of externally threaded fasteners shall be such that a minimum of two threads to a maximum of five threads shall protrude beyond the crown of the tightened nut.

3.6 Procure Military Specifications and Standards and Commercial Specifications and Standards.

3.6.1 Procure unclassified NAVSEA Standard Plans, Military Specifications and Standards, and Commercial Specifications and Standards referenced in the Work Items.

3.6.1.1 Obtain unclassified Military Specifications and Standards from the Navy Publication and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120, by submission of a request on DD Form 1425 (Specifications and Standards Requisition). The statement, "For use on USS \_\_\_\_\_, under Master Agreement for Repair and Alteration of Vessel Number \_\_\_\_\_", is to be included on the form.

3.6.1.2 Complete DD Form 1425 to show the Military Specification Standard title, number, date, and any applicable amendment thereto by number and date.

3.6.2 Classified Military Specifications are available at the office of the SUPERVISOR.

3.6.3 Work Items will normally reference the basic Government Specifications, Standards, or NAVSEA Standard Plans, without prefix zeros or suffix letters or numbers which identify revisions or amendments. Unless otherwise specified, the effective issue of these basic referenced documents, including revisions or amendments, shall be the most recent issue at the date of solicitation for a Job Order. Wherever specific dates for specifications, standards, and publications or amendments, revisions, or alterations thereto are specified in the Work Items, issues of those dates specifically shall apply in lieu of any other issue. Where industry standards such as ASTM and ANSI are referenced, the issue or revision in effect on the date specified for Government publication applies.

**3.7 Work Items will normally reference technical manuals without suffix letters or numbers which identify revisions, change notices, or amendments. Unless otherwise specified, the effective issue of technical manuals, including revisions, change notices, or amendments, shall be the most recent issue at the date of solicitation for the Job Order.**

3.8 Submit requests for deviations to the SUPERVISOR.

3.8.1 A deviation is defined as any action which is not in conformance with the Work Item requirements, including references thereto, no matter how minor.

3.8.2 Deviations from Work Items and references thereto will not be considered by the SUPERVISOR without a written request from the contractor.

3.8.3 ***Submit one legible copy, in hard copy or electronic media,*** of requests for deviations to the SUPERVISOR.

3.8.4 The Government does not have an obligation to approve any deviation; it may elect to do so if benefit to the Government can be shown. Accomplish deviation only when authorized in writing by the SUPERVISOR.

3.9 Accomplish the requirements of the contract.

3.9.1 Noncompliance/nonconformance with the requirements of the Job Order discovered by the Government will be reported to the contractor in writing.

3.9.2 Respond in writing to the report, indicating corrective action taken and, where applicable, the action to be taken to correct the cause of the deficiency. Written response shall be submitted to the SUPERVISOR.

3.10 Comply with security requirements.

3.10.1 In the event that the work required by the Job Order requires access to spaces or equipment that are classified, or use of technical manuals, references, or drawings that are classified, the specific security clearance requirements will be identified in the individual Work Item in addition to the requirements provided in the Invitation for Bid/Request for Proposal (IFB/RFP) by the Contract Security Classification Specification (DD Form 254).

3.10.2 Verify that personnel, including subcontractor's personnel, are cleared for the required level of security classification for handling, repair, installation, and testing of classified equipment and for access to areas of the ship which require a specific security clearance.

3.10.2.1 After selection of a subcontractor, prepare in triplicate a DD Form 254 for the subcontract and request the official designated in Paragraph 14.b of the DD Form 254 for the prime contract to approve and sign the DD Form 254 for the subcontract and to make the required distribution. In preparing the DD Form 254 for subcontracts, extract pertinent data from the DD Form 254 pertaining to the prime contract.

3.10.2.2 Prior to starting work on a Work Item that requires a security clearance, submit a list in triplicate of the names, badge numbers or other identification numbers, and security clearances of contractor and subcontractor personnel who will require access to classified information or areas in order to accomplish the work.

3.10.3 Verify that classified equipment removed from ship and classified documents, such as drawings, technical manuals, and test

specifications, are marked or tagged and safeguarded at all times in accordance with the National Industrial Security Program Operating Manual (DOD 5220.22-M).

3.11 Comply with applicable federal, state, and local laws, codes, ordinances, and regulations in their entirety. Any reference to a specific portion of a federal, state, or local law, code, ordinance, or regulation in this or any other item shall not be construed to mean that relief is provided from any other sections of the law, code, ordinance, or regulation.

3.11.1 Provide appropriate notification to regional United States Environmental Protection Agency (EPA) in accordance with the requirements of 2.1. Also, comply with notification requirements of state and local air pollution control laws.

3.11.2 Submit one legible copy, **in hard copy or electronic media**, of notification required in 3.10.1 that has been provided to any regulatory authority for work on board the vessel to the SUPERVISOR within two working days of providing such notice to the regulatory authority.

3.12 Submit one legible copy, **in hard copy or electronic media**, of the Material Safety Data Sheet for each hazardous material that will be utilized aboard the ship and/or in a naval facility during the performance of this Job Order to the SUPERVISOR, 72 hours prior to the start of work.

3.13 Comply with the requirements of 2.2 when using Nuclear Regulatory Commission (NRC) licensed radioactive material or machine sources of ionizing radiation on Government property.

3.13.1 Do not commence operating prototype or developmental systems using radioactive material or machine sources of ionizing radiation on Government property until authorized by NAVSEADET RASO, via the SUPERVISOR. NAVSEADET RASO's address/telephone number is:

Naval Sea Systems Command Detachment  
Radiological Affairs Support Office  
NWS P.O. Drawer 260  
Yorktown, VA 23691-0260  
(757) 887-4692

3.13.2 Contract personnel shall not be used as operators under a Navy Radioactive Material Permit (NRMP) issued to a naval facility. Navy personnel shall not be used as operators under a Nuclear regulatory Commission (NRC) or Agreement State License issued to a contractor.

3.13.3 For use of licensed radioactive material, submit **one legible copy, in hard copy or electronic media**, of the applicable NRC or Agreement State license including procedures regarding system process and operation, to NAVSEADET RASO via the SUPERVISOR. In addition, Agreement State licensees

shall provide evidence of NRC Form 241 (Report of Proposed Activities in a Non-Agreement State) with the copy of the license.

3.13.4 NAVSEADET RASO shall apprise the contractor, via the SUPERVISOR, of any radiation safety shortcomings to be rectified prior to commencing operations.

4. NOTES:

4.1 Labor or material progress payments on deficient Work Items will be withheld until each deficiency has been corrected.

4.2 For the purposes of this Job Order, the term "day" means 24 hours prior to the scheduled event.